

Prepared by VJ Engineering  
PRELIMINARY Construction Estimate -

Date: 7/19/2009  
Proj # 09-1064'

2800 sf pole framed building. Ag steel exterior

Permits		\$ 1,200.00
Site Work		\$ 6,500.00
Utilities		\$ 1,800.00
Foundation	24 pier footings	\$ 3,840.00
Pole building shell and insulation		\$ 56,000.00
6" conc. floor over 6" fill		\$ 10,500.00
(3) OH doors and openers		\$ 15,000.00
(4) windows and (2) service doors w/ hardware		\$ 2,300.00
Interior framing		\$ 4,500.00
Interior millwork - doors trim and cabinet w/ top		\$ 1,875.00
HVAC		\$ 12,500.00
Electrical		\$ 13,800.00
Plumbing		\$ 9,700.00
sub-total		\$ 139,515.00

Performance & payment Bond \$ 6,976.00

**Total Engineers' Estimate Construction Cost \$ 146,491.00**

\$ 146,491.00 /2800 sf = \$ 52.32 per s.f.



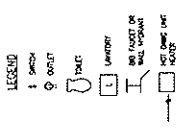
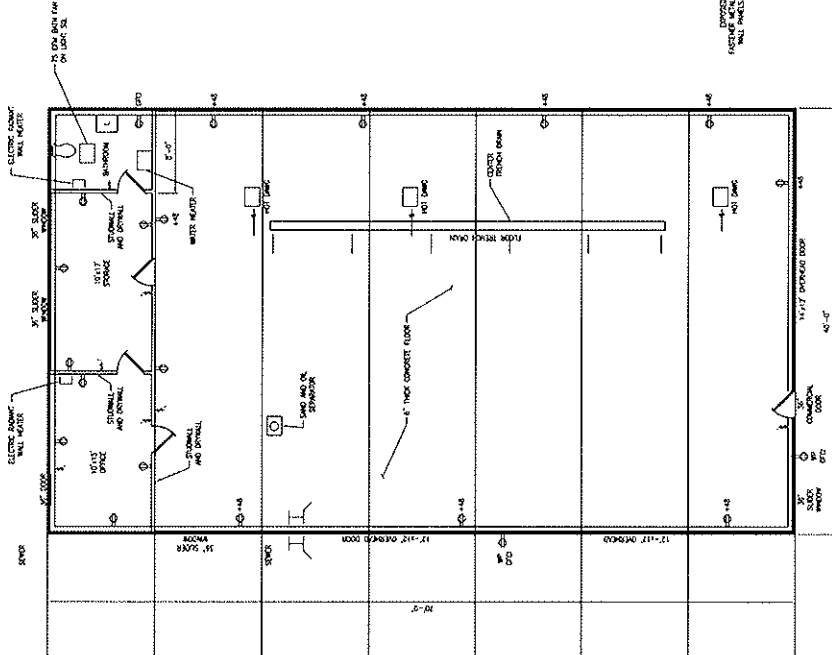


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09-1064

# PRELIMINARY DRAWING





# Recovery plan for the Black Hawk County Conservation Board Headquarters

## *Vision statement:*

*To relocate the administrative offices,  
and the North Unit shop & storage of the  
Black Hawk County Conservation Board  
outside of the 100 year flood zone*

Prepared by the staff of the  
Black Hawk County Conservation Board

Approved by the  
Black Hawk County Conservation Board  
January 8, 2009

## INTRODUCTION

During the week of June 8, 2008 Black Hawk County experienced record flooding on the Cedar River and its tributaries. The results of this flooding were far reaching, impacting homes, communities and organizations. Perhaps no one was more impacted than the Black Hawk County Conservation Board (BHCCB).

The administrative office and shop for the BHCCB had been located at the entrance of Black Hawk Park since the late 1950's. The park is located within the 100 year flood zone and it floods annually. Flood stage is 88 feet on the Cedar Falls scale. The administrative offices had been surrounded by water in both the 1993 and 1999 when the entrance road, West Lone Tree Road, was covered by water. The 1993 flood came up to 95.80 feet and the 1999 high water mark was measured at 96.2 feet. However, neither the office, shop nor the ranger residence suffered any flood damage in any previous high water events.

Traditionally, the park rangers take preventative actions to reduce damage to the campground and other facilities in the park in anticipation of a flood. During the early hours of Monday, June 8, 2008, the staff of the BHCCB began the process of preparing Black Hawk Park for another high water event. By noon on June 8 the staff was forced to leave the park because water was crossing West Lone Tree Road east of the park. After the staff had left the park, the flood estimated was raised another three feet. Ultimately, The Flood of 2008 topped out at 102.13. The office, shop and ranger residence at Black Hawk Park were damaged by flood waters.

The magnitude of the damage was extensive, enveloping park land, trail facilities, campgrounds and operational facilities. Damage estimates totaled over \$4.5 million. Though the flooding in June of 2008 exposed the risks associated with maintaining a park system that is primarily located in flood prone areas, it also provided the BHCCB with an opportunity to evaluate what that relationship should be in the future and how they manage and expand those opportunities.

In August of 2008 the Executive Director of the Black Hawk County Conservation Board approached the Iowa Northland Regional Council of Governments (INRCOG) seeking assistance in creating a site selection process for an administrative complex.

The following criteria were established for the initial evaluation of potential sites:

- Must be within ten miles of Courthouse
- Must have available high speed internet
- Must have access to city water
- Must have access to city sewer
- Provide parking for at least 22 vehicles
- Located on a hard surfaced road
- Must be within 20 miles of Black Hawk Park, Hickory Hills Park and the Hartman Reserve Nature Center
- Should be easy to find and convenient
- Should have an open space theme
- Located outside of 100 year floodplain
- Prefer outside the 500 year floodplain
- Connection to an existing park

The final report prepared by Kevin Blanshan, Director of Transportation & Data Services, can be requested from Vern Fish, BHCCB Director. The final recommendations of this report are listed below.

## RECOMMENDATIONS

As we worked through the site selection process with the staff and the appointed board members of the BHCCB some key issues/barriers surfaced, including the cost of new construction, storage capabilities, the opportunities for future expansion and ownership of the land. According to architectural standards, the per square foot cost for new construction of a facility of this type is \$170. The BHCCB requires a facility with a minimum of 3,000 sq.ft., therefore the estimated new construction cost at each site would be a minimum of \$510,000.00, which would not include provisions for storage as well as the cost to purchase the property.

Based on the estimated cost to construct as well as the limiting factors of each site, it would be prudent to expand the search and pursue existing facilities that would meet a majority, if not all, of the established criteria. *Should an existing facility be located that meets the current and future needs of the organization, then it should receive strong consideration over the other aforementioned sites.*

## POTENTIAL FACILITIES

In November, 2008 the search was expanded to include existing commercial properties not connected with an existing park. The first site investigated was at 1346 Airline HWY. To broaden the search, a commercial realtor was asked to identify additional listings that meet some or all of the criteria established in the initial search. As of December 8, 2008 the following properties were identified:

- A.) 2716-22 Falls Avenue     \$325,000     .38 acres     9,264 sq/ft  
This property had limited exterior space, .38 acres, and it was located in an urban area which would make it harder for our big vehicles to access.
- B.) 3289 Airport Blvd     \$445,000     1.92 acres     9,800 sq/ft  
This property would be easy to find and there was room to store vehicles & equipment both inside and outside. This building did not include an office. At \$100/sq ft it would cost \$376,400 to create 3,764 sq/ft of office space. When this was added to the purchase price, the cost could be \$821,400.
- C.) 729 W Airline HY     \$495,000     27.44 acres     17,199 sq/ft     (Off the Market)  
This property is no longer on the market. There was room to expand but property would also have required extensive remodeling.
- D.) Cedar Heights Drive     \$325,000     .87     4,500 sq/ft  
This site had limited exterior storage and the urban location would have been difficult for big vehicles to access.
- E.) 1844 Ridgeway     \$225,000     139 X 135 ft     3,300 sq/ft  
This site also had limited exterior storage and minimal office space.
- F.) **1346 Airline HWY     \$550,000     2-10 acres     9,600 sq/ft**  
This building has adequate office space (4,800 sq/ft), plenty of exterior space (2-10 acres), parking (40 spaces), and a basement (4,800 sq/ft) with a kitchen that could be rented out for social events. This site also had enough room to include future partnerships with other organizations. The commercial property at 1346 Airline HWY was chosen for additional consideration.

## THE PLAN

The following is a summary of how the commercial property at 1346 Airline HWY would be used by the Black Hawk County Conservation Board as an administrative office and shop complex.

### I. Site Comparison

#### Existing Administrative Complex

The office/shop complex at 2410 W. Lone Tree Rd in Cedar Falls (Black Hawk Park\*) is in Zone A (100 year flood zone). There is limited public space and less than five parking spaces. The complex covers 1.95 acres and includes four structures:

- |   |                           |                        |  |
|---|---------------------------|------------------------|--|
| A | Office/Shop^              | 120 x 60 = 7,200 sq/ft | <i>Leaky roof, should be removed</i>         |
| B | Garage/Shower             | 60 x 93 = 5,580 sq/ft  | <i>Could be converted to a storm shelter</i> |
| C | Vehicle Wash/shop/storage | 30 x 128 = 3,840 sq/ft | <i>New structure, can be flood proofed</i>   |
| D | Storage shed              | 40 x 60 = 2,400 sq/ft  | <i>Could be moved to new location</i>        |

*\*The ranger residence, which will be elevated and rebuilt, is not included in 1.95 acres.*

*^The office and board room was 2,400 sq/ft*

The office does not have room for large public meetings or enough space to accommodate full staff meetings or training. There was barely enough office space for the existing staff and there was no room for interns, volunteers or other temporary staff. An aerial map of the office/shop complex at Black Hawk Park has been inserted into the upper left corner of the aerial map on page 5.

We have received a project worksheet from FEMA to remove and replace the drywall and insulation in the office building at 2410 W. Lone Tree Rd. Should we choose to not return to this structure we will ask for an alternative project to allocate those funds (potentially \$8,238) to the needs of a newly purchased/build structure. We also have to examine the insurance implications and costs of returning to a building in Zone A. We have not explored these costs in detail with the county's insurance agent, but have received feedback that it will be a steep fee.

#### 1346 West Airline HWY

The commercial property at 1346 West Airline HWY sits on a two acre parcel (see aerial map, page 5). There is potential to add another 9.88 acres of additional land to the north (see aerial map, page 14). This site has 29 paved parking spaces with the potential to bring the total up to 85. The seller has indicated they may require an easement, potentially eliminating 11 parking spaces. The existing building has office space upstairs (4,800 sq/ft) and a basement with a kitchen, restrooms and storage (4,800 sq/ft). The basement was designed to be rented out for social events and the plan is to continue renting this space. The revenue generated from these rentals should offset utility costs for the entire building.

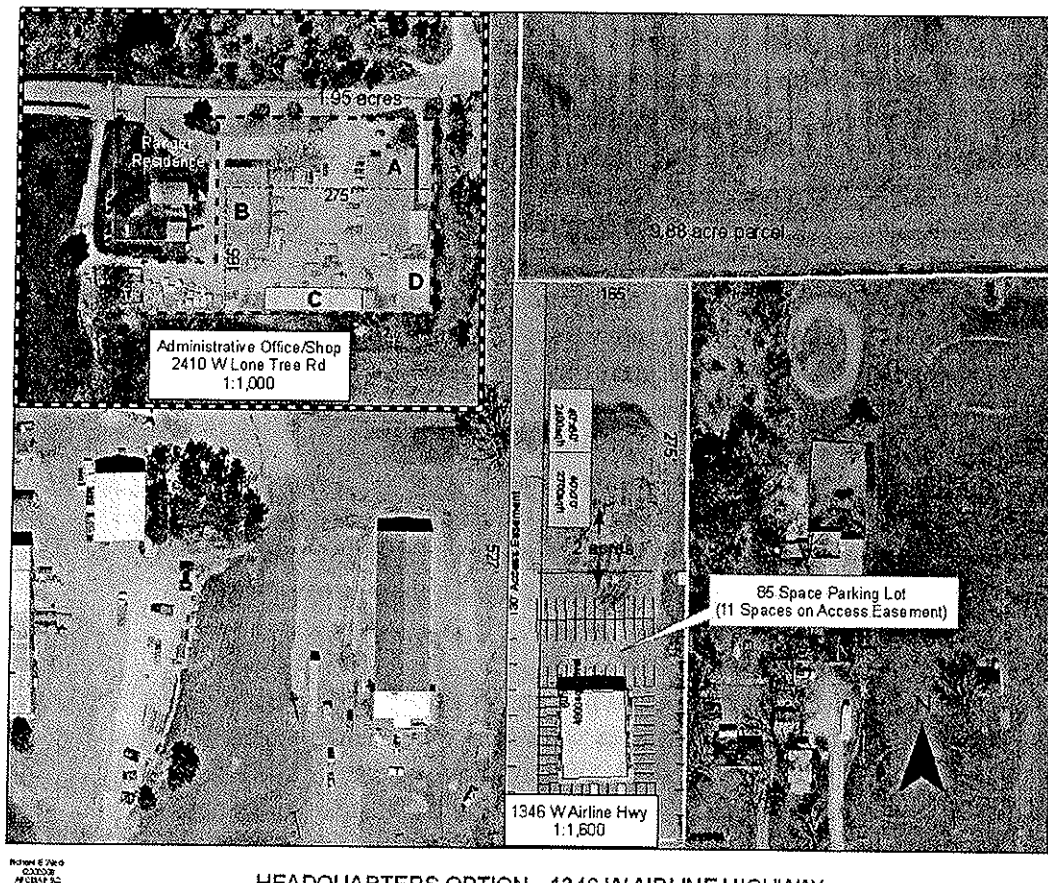
This site is only four miles from Big Woods Lake Campground and seven miles from Black Hawk Park. There is enough room to provide office space for all of our North Unit staff (6), the Wildlife Conservationist, and administrative staff (4) with room to support interns or volunteers. A map showing how the offices have been allocated has been included in this report, (see, III. Office Allocation, page 7).



The existing structure is a split foyer. Both levels are connected by a stairway. If this were to become a public building, it would be necessary to add an elevator. The cost of an elevator has been estimated at \$80,000.

There is sufficient space to host public meetings, board meetings, staff training and public workshops. The hallway upstairs could be used for displays and park information. There is also the possibility of providing office space for another organization. Sharing this space with other organizations is discussed under II. Partnerships, page 6.

There is enough space within the two acres to add a structure for the mechanics shop and/or storage. The attached map shows a 40 x 60 unheated, vehicle shed that could be moved from Black Hawk Park. The second structure (40 x 70 ft) would be a newly built building. This space would house our mechanic and provide workspace for the wildlife conservationist as well as other staff.



HEADQUARTERS OPTION-- 1346 W AIRLINE HIGHWAY

	Existing Administrative Complex	1346 West Airline
Ten miles to Court House	Yes	Yes
High speed internet	Yes	Yes
Access to city water	Yes	Yes
Access to city sewer	Yes	Yes

Parking for 22 vehicles	No	Yes, up to 85
Located on a hard surfaced road	Yes	Yes
Easy to find	Yes	Yes
Open space theme	Yes	Yes, if lot is 10+ acs.
Out of 500 year floodplain	No	Yes
Connection to an existing park	Yes	No
Within 20 miles of BHP, HH & HRNC	Yes	Yes
Acres	1.95	2 – 10+
Office space	2400 sq/ft	4800 sq/ft
Space for public meetings or training	No	Yes
Revenue Options	No	Yes, \$12,000/year
Utilities (June, 07 to May, 08)	\$5,400	\$5,200 (not occupied)
ADA Compliant	Yes	No, needs elevator
Partnerships (sharing space)	No	Yes

### **Anticipated Additional Annual Costs**

There will be additional annual costs compared to the preexisting office complex. These costs should be offset partially or in whole by renting the basement for social events. We estimate that the basement will earn \$12,000 in rentals each year.

*Building Cleaner* \$240/mo

We have not done competitive bidding but similar offices pay around \$2880/yr  
\$60 a week for vacuuming, bathroom cleaning, and trash removal. It is possible that this responsibility could be shared with County View which is less than two miles to the north.

*Communications* \$30.00/mo

Mediacom can provide a modem, but will not do the networking. This building will need a router. It is likely that we can use the router from the current office. The base plan with a 1 year contract is \$79.99 per month plus \$99.95 for set up. This is \$30 more per month than current. \$360.00/yr

*Utilities* \$583/mo

The current two year average is \$390/month. However the building has not been occupied and the utilities were set low to reduce costs. We estimate that it will cost \$750-\$1000/month when the building is occupied. The old office at Black Hawk Park was 2400 sq/ft and it cost about \$5,000+ to heat and cool annually. We anticipate our utilities to increase by \$7,000. \$7,000/yr

**Total Additional Monthly Costs** \$853.00/mo

**Total Additional Annual Costs** \$10,240.00/yr

## **II. Partnerships**

A potential partnership is with Black Hawk County Emergency Management. This organization needs a central location in the county where it can maintain its office, store its equipment, conduct workshops and, and staff an Emergency Operations Center during an emergency. The

basement at 1346 West Airline could be converted to a storm shelter with an office complex, space for classrooms, kitchen, showers, and a separate space for press conferences during emergency events. There is room for parking and there would be space to store vehicles and equipment.

Moving Emergency Management to 1346 West Airline would require additional funding and grants and this could not happen immediately. However, if the basement is rented for social events by the BHCCB, the space would always be available for a future occupancy by another agency. This agency could be charged a rent to off set the cost of utilities.

There is a potential for other organizations to partner with us in the future. By using the basement for rentals, this space will be available for future partnerships.

### **III. Office Allocation**

The 4,800 sq/ft in the upper level of 1346 West Airline has the potential to meet the current administrative needs of the BHCCB and allow for future expansion. A map of how this space would be used is provided on page 9. The following is the justification for this allocation:

**Board Room** (Room #1, 575 sq/ft) - This room can host up to 50 people comfortably and will be used for board meetings, training, workshops, staff meetings and other public meetings. This space will also be available to other departments within county government for staff meetings, training or public meetings. Other government and private groups will also have access to this space.

**Resource Room** (Room #2, 210 sq/ft) - This space will house our maps, library and serve as a meeting space for the administrative staff. This space will also be used by staff when they need to meet and plan projects with the public or other organizations.

**Resource Management** (Room # 3, 224 sq/ft) - The BHCCB manages over 8,000 acres. One of our strategic goals is to *actively manage these areas to protect endemic flora & fauna and provide quality recreational experiences through an ecosystem based management plan*. Active management of these areas also has the potential to generate revenue. The position of Wildlife Conservationist II was filled in January, 2009. One of the essential duties of this position will be promote and improve programs by actively recruiting volunteers, raising funds and working with private organizations. If this individual is successful, he will raise money to hire seasonal employees and recruit volunteers and interns. Room #3 will house not only the Wildlife Conservationist but a variety of seasonal staff.

**North Unit Staff** (Rooms #4 (140 sq/ft), #5 (119 sq/ft) & #6 (201 sq/ft) – The BHCCB is broken into three major units. The North Unit staff manages parks north of Highway 20 and the South Unit manages parks south of Highway 20. Hartman Reserve Nature Center is the environmental education focus of the BHCCB and it functions as a separate unit. The North Unit staff is responsible for Black Hawk Park which will be seven miles away, Big Woods Lake Campground which is four miles away and the Wapsipinicon Greenbelt which is 20 miles to the east. Rooms 4, 5 and 6 will house the staff of the North Unit. Rooms 4 & 5 will be shared by the

Ranger III, (2) Ranger IIs, Park Assistant, Maintenance II, seasonal staff and interns. Room 6 will provide a secure office where the Unit Ranger can store sensitive documents, conduct employee evaluations, carry out private phone conversations and work in solitude.

Moving the North Unit office to 1346 West Airline will get this office out of the flood plain. It will also move a Ranger II seven miles closer to the Wapsipinicon Greenbelt and Siggelkow Park. Hopefully this will make it easier for the North Unit staff to spend more time in the northeast corner of the county.

**Partner or Temporary Staff** (Room # 7, 132 sq/ft) - This room has not been assigned for the time being. It could house a potential partner or provide space for interns or a future staff expansion.

**Planning Administrator** (Room # 8, 150 sq/ft) - This room will house our planning administrator. Hopefully the planner will be able to recruit interns and volunteers to help with special projects. These temporary employees could be housed in Room #7.

**Executive Director** (Room # 9, 217 sq/ft) - This room will be the office for the Executive Director. Key staff will be located in close proximity. The North Unit Ranger (Room 6) and the Planning Administrator (Room 8) will be just across the aisle. The Office Manager (Room 10) will be in the next room. This room has space for a planning table and will allow the director to host small private meetings.

**Office Manager** (Room #10, 210 sq/ft) - The office manager will have a private space to count money and manage the financial and administrative affairs of the BHCCB. This room is adjacent to the Executive Director and connected to the front desk. This room will also include a workstation for staff from other units. For example, when the South Unit Ranger comes to communication meetings, office hours, and board meetings there will be a space in Room 10 for this individual to complete administrative tasks before and after these meetings.

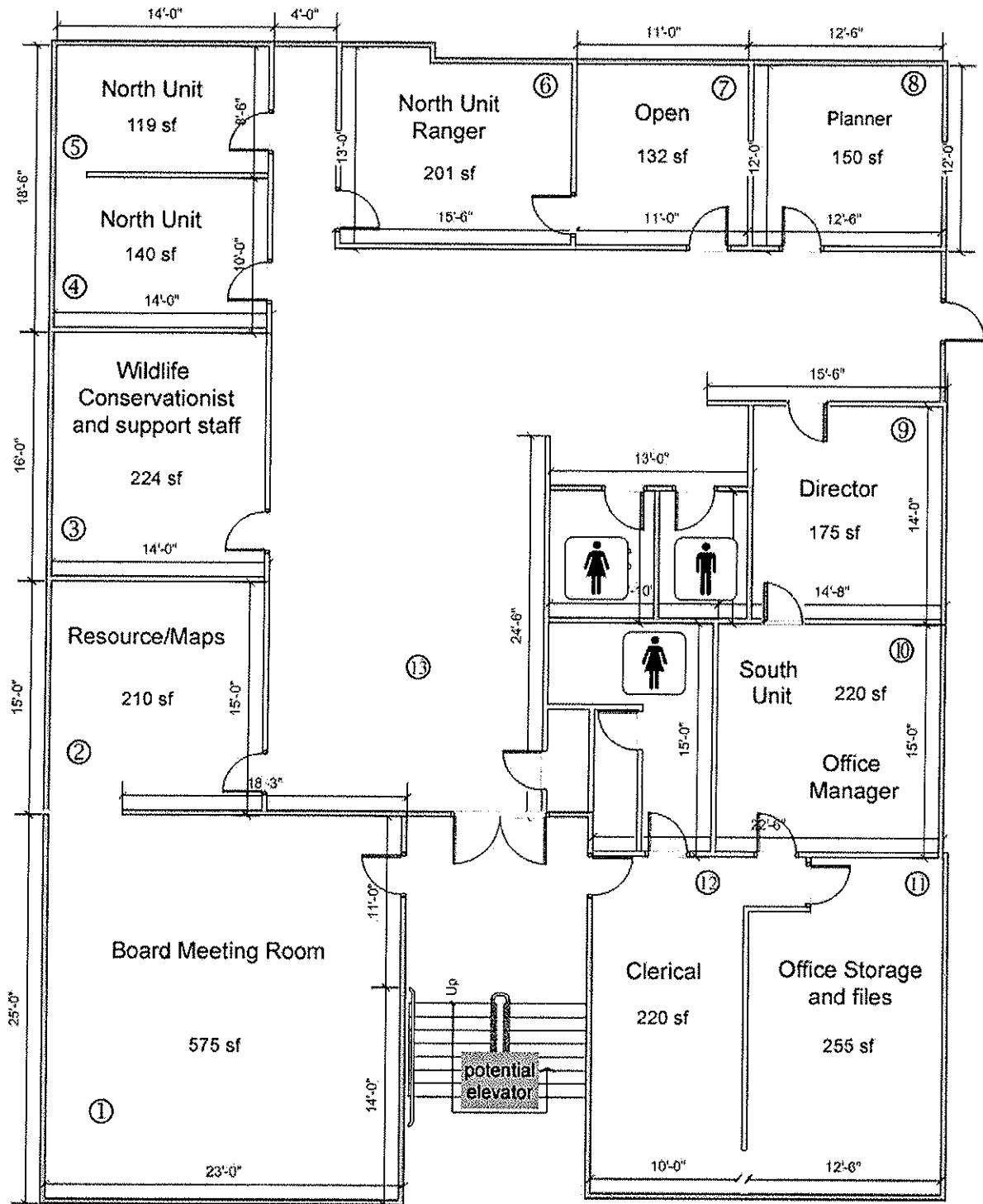
**Storage Space** (Room #11, 275 sq/ft) - This room is connected to the front desk and will be used to store files, office supplies and other products used by the BHCCB.

**Front Office** (Room # 12, 220 sq/ft) - Our Clerical II will staff the front office and will be available to public who enter the building.

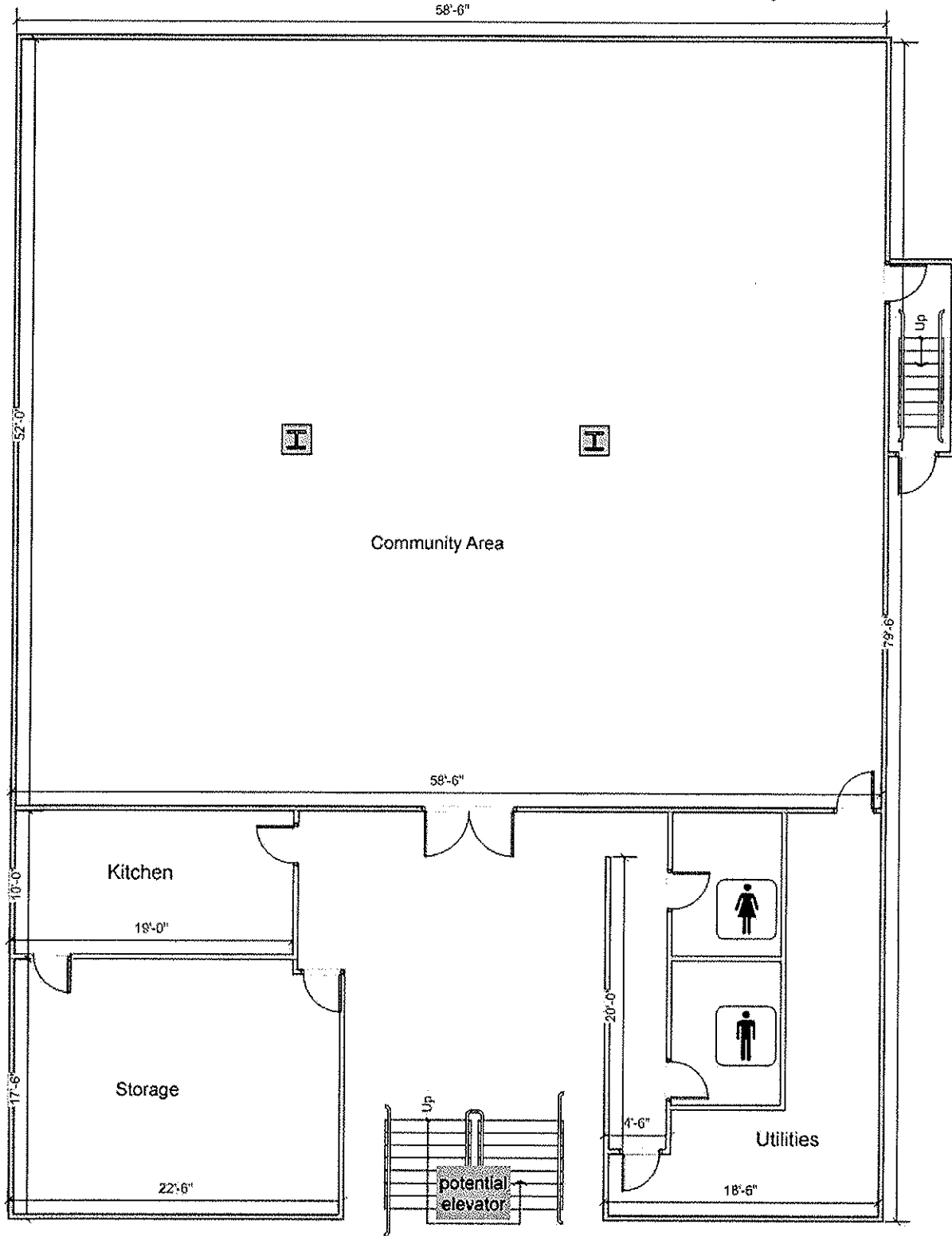
**Lobby** (Room #13) – This space will serve as a lobby and will allow the public access individual staff offices. The lobby will serve as display area and provide information about our local parks and recreation areas. This area could also be used for public meetings. If the need arises in the future, this space could be redefined to create additional office space for partners or additional staff, interns, volunteers or other temporary staff.

**Basement** – This room has 4,800 sq/ft and includes a kitchen, restrooms, storage room, utility room and a large open space that can seat 255 people. This room will be made available for social events and will hopefully generate \$12,000 per year (30 events @ \$400). The plan for this location necessitates addition of 85 parking spaces which should provide parking for up to 255 people (85 x 3). The budget for this plan calls for acquiring tables and chairs for these social events.

*Diagram of the upper floor at 1346 Airline Hwy  
showing how existing office space would be allocated*



*Diagram of the lower floor of 1346 Airline Hwy*

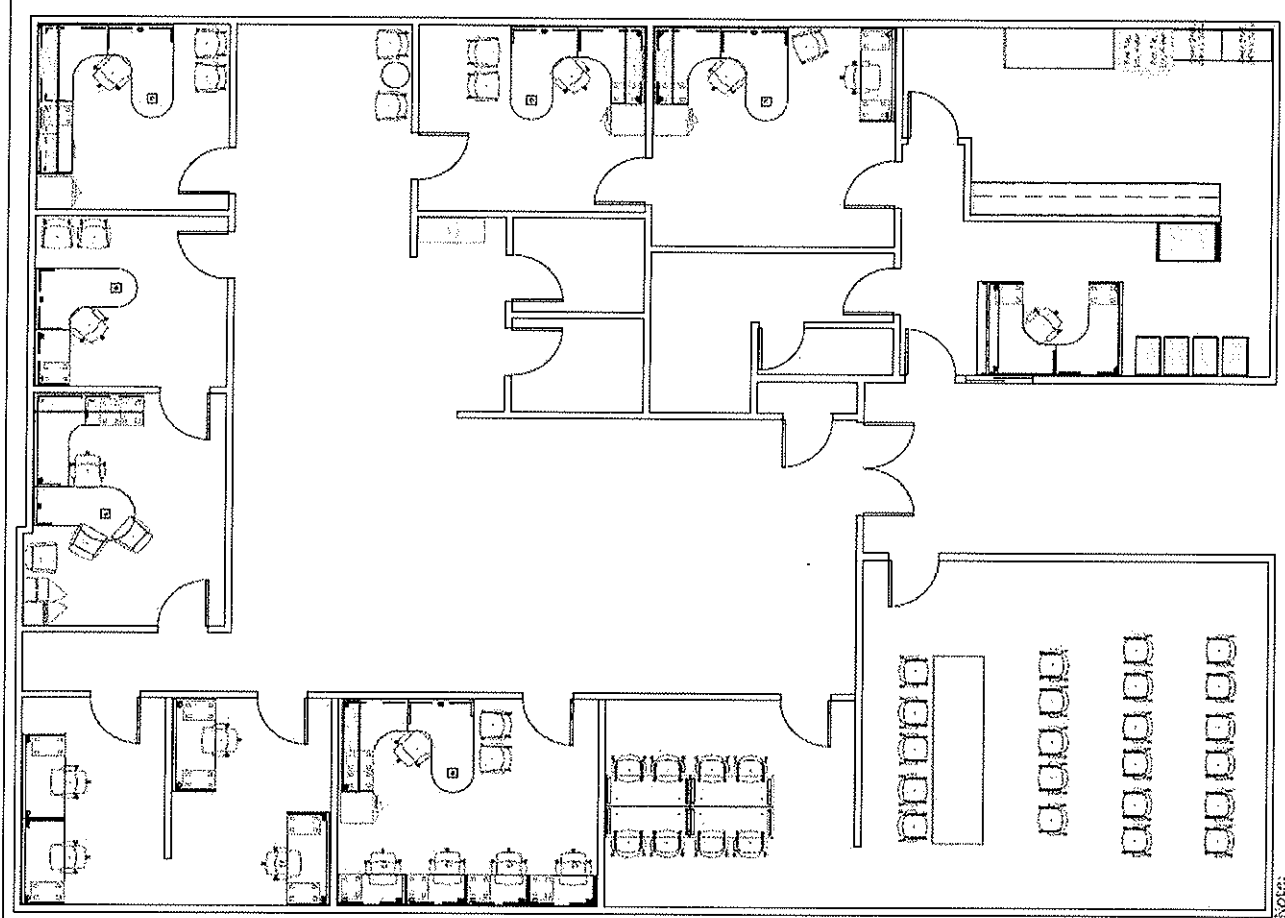


#### IV. Office Furniture & Equipment

If this property is purchased, it will be necessary to furnish the building. Very little office furniture survived the flood at Black Hawk Park. It will also be necessary to purchase tables and chairs to be used by rental groups in the basement. Audio/Visual equipment will be necessary to meet the needs of staff and renters and has also been included in this list. We anticipate funds will be available from FEMA to reimburse us for the workstations and other items lost at Black Hawk Park. When we open for bids there is a possibility we could get lower prices due to competitive bidding and manufacture supported flood relief programs. We have received an estimate of \$72,912.76 to populate the building as the diagram shows. Items included in this cost are as follows:

7 workstations	1 coat rack
9 desks	1 table
16 desk chairs	2 shelves
13 visitor chairs	2 legal fire files
7 personal storage bins (2 large)	4 nesting tables
7 small dry erase/bulletin boards	25 nesting chairs
2 dry erase boards	1 AV cart with projector
1 work counter	24 folding tables (downstairs)
1 visitor counter	192 folding chairs (downstairs)

We will also need to purchase 6 additional phones and an expansion card for our phone system. This will cost \$2,180 (including one day of labor)



## V. Exterior Space Allocation

The parcel which accompanies the building, according to the County Auditors Office, includes 2 acres.

**South Acre** - The south acre of this lot includes the existing building and additional parking space. This site currently has 29 parking spaces. To fully utilize the space provided we plan to add 56 spaces for a total of 85 parking spaces. Assuming each car brings three people, the expanded parking will allow us serve 255 people. Parking availability is one factor which determines the capacity of a building. This parking lot extension will be designed with storm water management in mind. The goal will be to capture the water on site to prevent excess run off. This design could include permeable pavement, a bio-cell, a bio-swale or a wetland.

The expansion of the parking area north of the building is 2,000 square yards. It is estimated to pave with non permeable materials could cost \$27 per yard, or \$54,000.

The current owner of this site also owns the farm ground to the north. The owner has indicated his desire to maintain an access easement in case he develops this land for other commercial uses. The actual details of where this easement could go would be worked out in the purchase agreement. For planning purposes, this easement has been placed along the west side of the lot. This easement would effectively eliminate 11 of the 85 planned parking spaces dropping our capacity to 222.

**North Acre** - The north acre will provide space for a shop and vehicle storage. The work space in front of the storage buildings will need to be paved. To pave the area east of the work shop is 1,700 square yards. At \$27/yard this paving is estimated to cost \$45,900.

For security purposes this area should also be fenced. This will take 880 linear feet of 8 foot high fencing with three barbed wires and two 30 foot openings with manual gates. Total cost for fencing is estimated at \$26,106 (\$21,673 materials, \$4,433 labor). This cost averages out to \$29.67 per linear foot including two gates.

The aerial map on page five of this document shows a 2400 sq/ft (40 x 60) cold storage building that currently exists at Black Hawk Park. This building could be moved from Black Hawk Park for an estimated \$15,000. This structure would be used to house equipment that is not used daily and is difficult to relocate quickly when Black Hawk Park floods. Examples include:

Crawler loader (T25)	Vermeer trencher (V5750)
Motor Grader (T15)	Tractor/trailer
(2) Prairie Drills	Snow plow
Turner/International tractor	Garbage box
Rotary broom	Log splitter
Sterling truck	Flatbed box



The second building would include, at minimum, 2800 sq/ft (70' x 40') insulated and heated space. This space would house our mechanic and provide workspace for the wildlife conservationist and other staff. This space could be partially heated with a waste oil burner. This structure would allow us to move our mechanic and his/her equipment out of flood Zone A.

During the Flood of 2008 our mechanic's workspace was hard hit and we lost \$23,116.91. Many of these items are attached to the floor and very hard to move. It is important to get this work space out of harm's way. This structure would include the following:

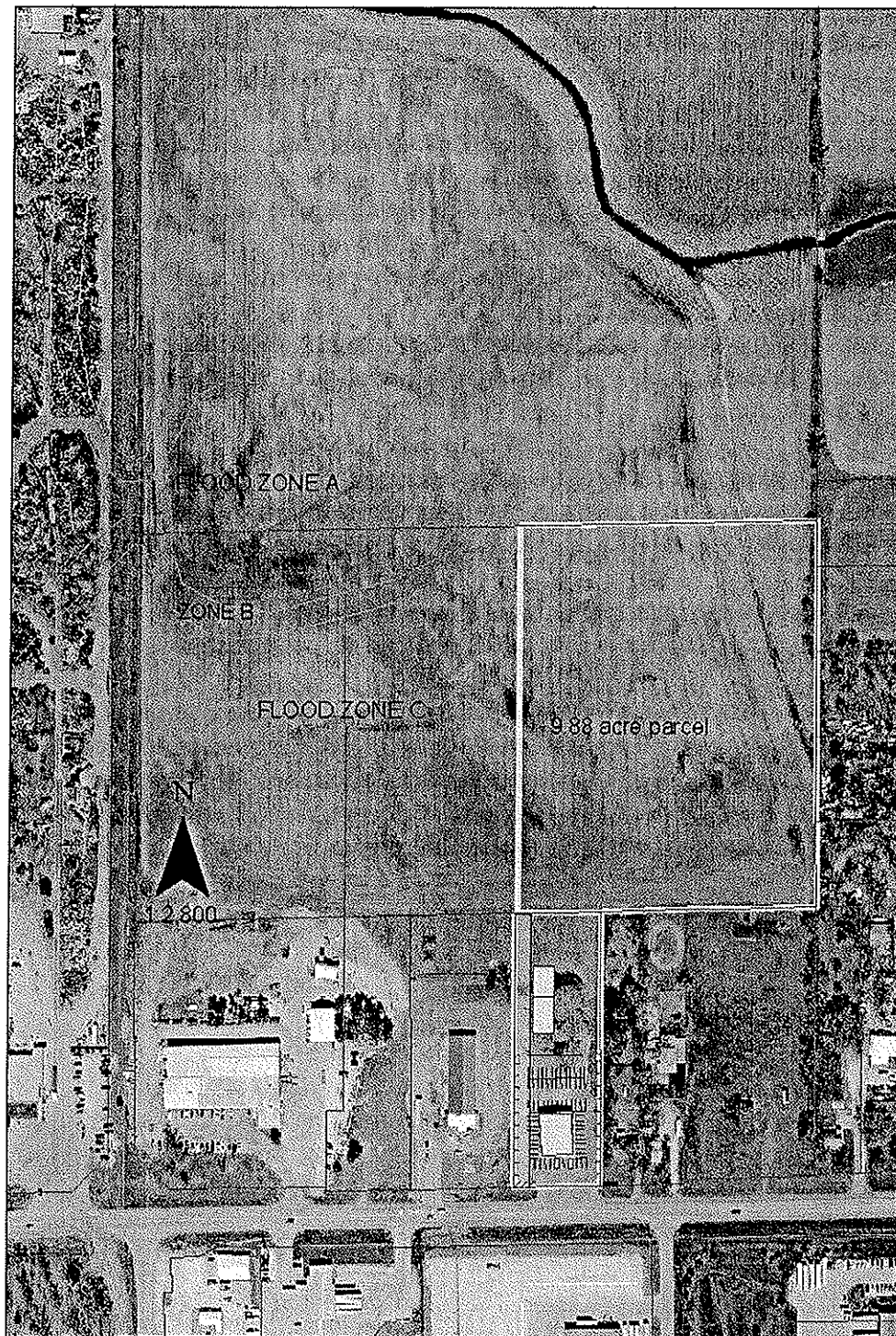
Mechanic bays (2)	A vehicle wash bay
Mechanic office	Restroom/emergency wash station

Through 2006-2008 the BHCCB built a shop of similar design (30' x 128') for \$126,773 (\$33/sf). We are requesting a 40' x 70' shop (2,800 sf) for a total estimated cost of \$97,020 (figuring 5% inflation).

Water and sewer will have to be run to the mechanics shop. At this time we are unaware of the location of the lines so we have measured from the center of the street. We estimate 450 feet of line at \$18/ft for sewer and \$90/ft for water. Total estimated cost is \$48,600.

We estimate the cost of the building with utilities to be \$145,620. In our budget we raised the estimate to \$150,000 to allow for higher costs with private contractors.

**North Field Area** - The current owner also controls the farm ground to the north of 1346 Airline HWY. Extending the property line north creates a 9.88 acre parcel connected to the two acre lot discussed above. This parcel will be included in the negotiations. This area could allow for the future expansion of BHCCB programs or other county projects. For the immediate future, this area could become a wildlife habitat demonstration project or a prairie biofuel experiment.



1346 W AIRLINE HIGHWAY

## **VI. Budget**

### **Request from Black Hawk County Board of Supervisors**

Building Purchase	\$600,000
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The current asking price for the purchase of 1346 Airline Highway is \$550,000. We are in the process of preparing an offer of \$600,000 in which we are asking the owner to pay approximately \$150,000 for a shop building, \$80,000 for an elevator, and we will pay \$370,000 for the office building and additional 9.88 acres as well as refrain from holding us to an easement.

### **Anticipate Coverage from FEMA / Insurance funds**

Furniture/Fixtures	\$77,180
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This includes filling every room with necessary furniture to provide a productive office. This is including all items on the layout images in this packet, including tables and chairs for the meeting space as well as phones.

### **Funding To Be Determined**

Fencing for North Acre	\$26,106
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This will provide 880 linear feet of fencing with two gates at an average cost of \$29.67 per linear foot for a secure storage area.

Asphalt for Parking	\$54,000
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We will need to add asphalt from the north of the office building to provide parking for rentals and building usage. We estimate that to be 2000/cy at \$27/cy.

Move Building from BHP	\$15,000
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We can move an existing 40' x 60' truck shed from Black Hawk Park. This estimate includes taking down the structure and reassembly as well as necessary alterations.

Asphalt for Shop Area	\$45,900
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We would need asphalt for the shop area. We estimate that to be 1700/cy at \$27/cy.

